

## APPENDIX E: TELEPHONE SERVICE CONTRACT

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# Memorandum

**To:** Subcontractors requiring telephone service  
**From:** Plant Engineering Construction Management  
**Date:** 3/4/2005  
**Re:** Installation of outside telephone lines for Subcontractor's use

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The following procedure has been set up to order outside SBC telephone lines for Subcontractors or construction personnel at LLNL:

1. Complete the attached form entitled "Request for Point-to-Point (non-switched) Circuits" for connection of new lines. Also, indicate contact information, billing and location information, number of new lines required and projected arrival date of Subcontractor trailer. Be sure to coordinate with the LLNL Construction Manager for required signatures (i.e., Building Coordinator approval).
2. Also complete the attached form entitled "Private Line Order Worksheet" as much as possible and submit with the Request Form.
3. Send the completed forms to LLNL's Utilities and Telecommunications Department (UTel), Special Circuits at L-272. If you have any questions, you can contact UTel at (925) 422-9000.
4. Upon receipt of the Request Form and Order Worksheet, UTel will survey the designated location to determine requirements for bringing new lines from the main switch to the site location.
5. UTel will contact SBC to order the requested lines and coordinate the due date.
6. UTel will then install the new lines and bill the responsible LLNL organization for installation costs.
7. Subcontractor is responsible for acquiring the telephone sets, related equipment and inside wiring. In some instances, it will be possible for UTel Installation crew to provide inside wiring, if arrangements are made in advance.

Please direct any questions regarding this procedure to the LLNL Construction Manager.

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## LLIX Request for Point-to-Point (non switched) circuits

Return to Special Circuits, L-550 (Ext. 2-9000)

Department	Date	Account No.	Date Service Required	Memo No. <b>186018</b>
Requestor	L-Code	Extension	Building	Room
Building Coordinator Approval		Authorized Signature	Associate Director	

### Check List for Ordering Service

Service Requested: New <input type="checkbox"/> Change Location <input type="checkbox"/> Disconnect <input type="checkbox"/> Rearrangement <input type="checkbox"/>					
Circuit No.	Pairs Required	Origination/Old Location (Bldg/Rm)	Destination/New Location (Bldg/Rm)		
Circuit Used For: Data <input type="checkbox"/> Paging <input type="checkbox"/> Alarm (specify type) _____ Other (specify type) _____					
Originating Interface: 42A Block <input type="checkbox"/> 66M Block <input type="checkbox"/> RJ11 Jack <input type="checkbox"/> RJ14 Jack <input type="checkbox"/> Other (specify type) _____					
Terminating Interface: 42A Block <input type="checkbox"/> 66M Block <input type="checkbox"/> RJ11 Jack <input type="checkbox"/> RJ14 Jack <input type="checkbox"/> Other (specify type) _____					
<i>Unless otherwise specified, all circuits will be terminated on 66 block at last point of demarcation.</i>					
Comments:					
Date Sent to LLI	Contact	Pager No.	Extension	Building	Room

### LLIX Office Use Only

Circuit No.	Originating Node	Terminating Node
Assignment (Routed from Sta. To IDF to MDF to IDF to Sta.) (Left to Right, Top to Bottom)		
From/To	CA PR	From/To CA PR
From/To	CA PR	From/To CA PR
From/To	CA PR	From/To CA PR
From/To	CA PR	From/To CA PR
From/To	CA PR	From/To CA PR
Billing Department Use Only		Date Received From Customer
Equipment	Total LLI	Date Prepared/By
Labor	Pacific Bell Charges	
Administrative	Total Billing Charges	
Remarks		

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**PRIVATE LINE ORDER WORKSHEET**

<b>ATR INFORMATION</b> <i>Must Be Completed By ATR</i>			
Order Type:	New	Move	Disconnect      Rearrange
LLNL Department:	Requested Due Date:		
Requestor/ATR:	Tel. No:	Pgr.	
Technical Contact:	Tel. No:	Pgr.	
MAC Account No:	Recurring Account No:		

<b>OFFSITE CUSTOMER INFORMATION</b> <i>Must Be Completed For Billing Information</i>	
Company Contact:	Tel.No:
Company Name:	
Address:	
Billing Contact Name:	Tel.No:
Bill to: <small>(Name)</small>	
Billing Address:	

<b>UTel ORDERING INFORMATION</b> <i>UTel / CSC Will Complete</i>	
UTel Cust Srvc Coord.:	Telephone:
Tel.Co Rep:	Telephone:
Circuit ID:	BTN-Billing Telephone No:
UTel Due Date:	SBC Order No:
SBC Due Date:	SBC Test Date:

<b><u>UNLESS OTHERWISE SPECIFIED ALL SPECIAL CIRCUITS WILL BE TERMINATED ON 66 BLOCK AT LAST POINT OF DEMARCATION</u></b>						
Terminating Interface:	42A Block	66M Block	RJ485	RJ1DC	RJ11	RJ14
Originating Interface:	42A Block	66M Block	RJ485	RJ1DC	RJ11	RJ14

<b>ORIGINATING LOCATION (Main/Associated Site)</b> <i>ATR Complete Unless Duplicated on LLIX Request For Point To Point Circuits</i>			
Dept/Co. Name:	Bldg:	Room:	
Address:	City	State	Zip
Contact Name:	Contact Tel. No:		
Alternate Access:	Alternate Tel. No:		

<b>TERMINATING LOCATION (Remote Site)</b> <i>ATR Please Complete for Detailed Remote Location Information</i>			
Dept/Co. Name:	Bldg:	Room:	
Address:	City	State	Zip
Contact Name:	Contact Tel. No:		
Alternate Access:	Alternate Tel. No:		

<b>SERVICE DESCRIPTIONS</b> <i>Customer Must Complete For Detailed Circuit Design Information</i>						
<b>2001 Analog Voice:</b>	2WR/4WR	HDX/FDX	Ringdown/Dial	OffPrem/Tie Line	2 PT/Multipoint	
Long distance company?	Call Blocking:			3 <sup>rd</sup> Number, Collect,	Caller ID, 900#s	
Current SBC Service?	Indicate Service Number:					
Features: Call Waiting, Call Forwarding, Voicemail?	Inside Wiring?	SBC	UTel	Other _____		
<b>3002 Analog Data</b> (max speed 9.6)	2WR/4WR	HDX/FDX	Conditioning	2pt/Multipoint		
<b>ADN/Digital Service</b> ( Speed):	2.4      4.8	9.6      19.2	56kpbs	2pt/Multipoint		
<b>T1 HICAP:</b>	<u>Line Code:</u> AMI/B8ZS	<u>Frame Code:</u> D4 - SF/ESP	Channelized/Unchannelized			
<b>Local Area Data Channel:</b>	2WR/4WR	AC/DC	HDX/FDX			
<b>Signal Channel:</b>	2WR/4WR	Alarm/Remote Metering	HDX/FDX	2pt/Multipoint		

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